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15 April 1953

**RECOMMENDED FIELDS OF SUPERVISED STUDY
ON-THE-JOB TRAINING COURSE
INTSTA**

Phase One (Four-Month Period)

Daily supervision in the informal study periods.

1. CIA Indoctrination:

A. Formal courses

- (1) Security Lecture (1 day)
- (2) Staff Indoctrination Course (1 week).

B. Recommended Reading

- (1) Selected sections of PM Staff briefing file.
- (2) 45 min. Staff Briefing and related background papers.

2. PM Staff Training:

A. To enlarge upon functions and activities of PM Staff.

- (1) One hour of indoctrination in each branch of each division (10-12 hours).

B. Required Reading List

- (1) 45 min. Staff Briefing and related background papers.
- (2)
- (3) Staff SOP Manual.
- (4) Index to PM Staff Projects (world-wide).

3. INTSTA Training:

A. Intelligence in support of operations.

B. Intelligence in support of planning.

C. The selection of targets and the analysis of targets.

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D. Reading:

- (1) Target CBI and related papers.
- (2) EEI of PM Staff operations and projects.
- (3) Standardized outlines to PM Intelligence Annex and Intelligence Estimate

E. Daily supervision in the following activities:

- (1) Screening of current intelligence publications to determine usability to INT&A and/or other Staff components.
- (2) Screening of cables received from the field to determine importance and significance to INT&A and/or other Staff components.
- (3) Assisting in monitoring PM and PP Staff personnel returning from overseas assignments in order to arrange debriefings or interviews for those in the Staff interested in the overseas activities of these personnel.

Phase Two (Four-Month Period)

1. Officer will continue activities and studies as outlined in Para. 3 of Phase One above.
2. Officer will be assigned task within the framework of these activities which he will carry out under the direct supervision of the Division officer assigned to the over-all project. The supervisor will give advice and corrections.

Phase Three (Four-Month Period)

1. Officer will be assigned to projects (i.e., preparation of country estimate or annex to a PM plan) with supervision or when needed.
2. Officer will assist in the Phase One indoctrination of his replacement.

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